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OFFICE OF THE CITY MANAGER

NO. LTC #177-2013

LETTER TO COMMISSION

TO:

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Jimmy L. Morales, City Manager

DATE:

May 17, 2013

SUBJECT: Emergency Management Coordinator

The purpose of this Letter to Commission (LTC) is to announce the appointment of the City's Emergency Management Coordinator. The Emergency Management Coordinator is responsible for the readiness of all City employees who play a role in the City's Emergency Operations Center (EOC), as well as integrating with other jurisdictions, Miami-Dade County, the State and non-governmental organizations to ensure emergency preparedness. The formation of this valuable network takes time to develop and maintain, as it serves as a constantly evolving network.

In January 2013, the City began recruiting for the position of a part time Emergency Management Coordinator. As we finalized this extensive recruitment process, it was determined that attracting and maintaining a competent Emergency Management Coordinator in a part time capacity (as approved by the FY 2012/2013 budget) brings operational challenges. Due to the fact that there are many opportunities for full time employment and additional opportunities for consultation and teaching in the emergency management field, hiring a part time Emergency Management Coordinator would most likely result in the employee committing to outside employment and making his/her availability during an emergency event less reliable.

Based on the results of our recruiting efforts, I am pleased to announce the appointment of Mr. Charles (Chuck) Tear as the City's full time Emergency Management Coordinator, who will begin working for the City on Monday, May 20, 2013. Mr. Tear has extensive experience in the field of emergency management, both in the public and private sector. Chuck comes to us from the private sector as the Managing Director of GRD Solutions, an emergency management consulting firm. Prior to this, Mr. Tear served as the Director of Emergency Management for the Palm Beach County Board of County Commissioners from 2005 through 2010 and also served as the Emergency Operations Coordinator for the Pasco County Office of Emergency Management for over ten years. In addition, Mr. Tear has received extensive training and recognition in the emergency management field. For reference, I have attached Mr. Tear's resume. Please join me in welcoming Chuck to the City of Miami Beach family.

If you have any questions regarding this matter, please do not hesitate to contact me.

Thank you.

KGB/CMG

Attachment

Charles Tear

Objective A section of the section o

Highly accomplished professional with a diverse background, pursuing an opportunity that will utilize extensive management skills as well as over 25 years of progressive government experience.

Professional Highlights

Managing Director – GRD Solutions, LLC (2010 – current)

- Manages a multi-faceted emergency management consulting business consisting of administrative and operational personnel
- Provides management consulting services to governments at the local, county and state level
- Brought together multiple private organizations to build a "one-stop shop" for disaster response coordination.
- Responsible for securing and managing contracts totaling over \$14 million.
- Secured the contract and coordinated countywide response for Franklin County, FL to protect
 and preserve the coastal and estuary waters in response to Deepwater Horizon oil spill
 disaster.
- Responded to the 2011 Alabama tornado outbreak event, providing emergency relief and response coordination for private companies.
- Designed, conducted, and evaluated numerous HSEEP exercises and scenario based trainings in Alabama, Wisconsin, Arkansas, and Florida.
- Secured a contract for the design, development, and implementation of the State of Florida 911 online training curriculum.
- Member of the Board of Directors of the Governor's Hurricane Conference representing FEPA and the Public/Private Partnership.
- Founded, coordinated, and hosted the Public/Private Partnership committee between the State of Florida Division of Emergency Management (DEM) and the Florida Emergency Preparedness Association (FEPA).

Director of Emergency Management – Palm Beach County Board of County Commissioners (2005 – 2010)

- Served as the County's Emergency Management Director responsible for the County's Situational Policy Group consisting of Chairman of Board of County Commissioners, Sheriff, Public Safety Director, County Administrator, and Public Health Director.
- As the Department Director, formulated policies, procedures, and strategic objectives in the areas of Public Safety.
- Provided briefings for the Board of County Commissioners, Constitutional Officers, County Administrator, Mayors, and municipal elected officials on emergency situations and conditions in an effort to coordinate response and mitigate impact.

- Planned, organized, implemented and managed all elements of Palm Beach County's Comprehensive Emergency Management Program.
- Directed emergency management and homeland security program for Palm Beach County, Florida consisting of 37 municipalities with a population of 1.5 million.
- Prepared, submitted, administered, and managed grant programs totaling \$15 million.
- Activated, managed, and coordinated the Emergency Operations Center (EOC) for Palm Beach County in accordance with Florida Statute 252.
- Served as a liaison with federal, state, county, and local emergency management agencies.
- Managed emergency management, county warning point, emergency medical services administration and 911 administration programs totaling 36 personnel.
- Prepared an annual operating budget of over \$7 million and managed the administration of the approved budget
- Member of Regional Domestic Security Task Force (RDSTF) and served as Chair/Advisor for Region VII.
- Served as the co-chair to the Sheriff on the County's Red Alert Team for Homeland Security.
- Designed and implemented a regional information system (WebEOC) to provide regional coordination for four counties and over 100 municipalities as well as other stake holders.
- Conceptualized, secured funding, and procured a \$14 million Next Generation 911 communication system.
- Chaired the Area VII Regional Emergency Management Working Group which consisted of top representatives from Miami-Dade, Broward, Monroe, and Palm Beach counties including all municipalities. This area had a population base in excess of 7 million residents.

Program Manager, General Physics Corporation (2004 – 2005)

- Secured a multi-million dollar contract with the City of New Orleans to stand up and operate a Recovery Operations Center in the aftermath of Hurricane Katrina.
- Designed and facilitated a three phase multi-agency exercise for Palm Beach County Florida.
- Provided contract support to Palm Beach County's Terrorism Program. Contract included critical facility surveys, gap analysis (threat matrix) hazard identification and threat assessment.
- Secured a contract with Lake County, Florida to provide staff augmentation, HLS CAM assessments, and an All Hazards Response Terrorism exercise.
- Developed a training program for the Tampa Bay Urban Area Security Initiative (UASI).
- Secured a contract with Polk County, Florida and Pasco County, Florida for debris removal monitoring in the aftermath of Hurricanes Charley, Frances and Jeanne.
- Organized and managed a staff of over 200 response employees to coordinate the setup of a Recovery Operation Center to include debris removal, monitoring, tower operations, safety programs, logistical distribution center and administrative support operations
- Established and maintained positive working relationships between the U.S. Army Corps of Engineers, OSHA, state and county officials.
- Managed contract financial requirements to include client review and project closeout.

Radiological Emergency Preparedness Coordinator / Terrorism Coordinator, Citrus County Sheriff's Office (2003 - 2004)

- Radiological Emergency Preparedness Coordinator for Citrus County and Crystal River Nuclear Plant.
- Coordinating representative with FEMA and the NRC. Responsibilities included
 determination of training needs and priorities, developing curriculum and lesson plans,
 scheduling training, updating emergency plans, and standard operating procedures.
- Responsible for coordinating the contract and budget with Progress Energy for the Radiological Program for Citrus County.
- Coordinated terrorism training, planning, and equipment requirements for Citrus County Sheriff's Office.

Emergency Operations Coordinator, Pasco County Office of Emergency Management (1993 - 2003)

- Responsible for incident response, Hazardous Materials and EOC operations.
- Involved with Disaster and Public Assistance Administration and formal hazard mitigation programs for the county.
- Grants administration for emergency management and hazardous materials, hurricane shelter retrofit, established training programs to integrate Law Enforcement, Emergency Management and Safety (Fire & EMS) response into an all hazard response team.
- Responsible for establishing, coordinating and leading the State Emergency Management Academy.

Program Administrator, Hurricane Andrew Grant Program Administrator (1992 – 1993)

- Directly appointed by Governor Chiles. Responsible for coordination of all elder affairs, special needs citizens, and HRS operations for all jurisdictions in South Florida affected by Hurricane Andrew.
- Managed and coordinated a twenty three (23) million dollar FEMA State Health & Mental Health Community Outreach Grant.
- This included medical, nursing, mental health and economic services for all impacted communities.
- Responsible for organizing and managing food, water and supplies distribution throughout South Florida.

Assistant Superintendent, State of Florida-Pasco Juvenile Detention Center (1987-1992)

- Directed operations for maximum security detention facility
- Direct supervisor of 36+ employees
- Responsible for overall operations of facility
- Developed and implemented policies and procedures
- Administered operating budget
- Coordinated, implemented, and monitored house arrest program
- Established and maintained training standards for detention staff

- Set up and maintained ACA Standards
- Drafted facility operating procedures
- Substituted for Superintendent
- Established and maintained volunteer programs
- Established and maintained safety and risk programs

Patrolman, City of Dade City, FL Public Safety (1987 – 1990)

- Patrol
- Took complaints, investigated complaints
- Completed reports
- Protected lives and property

Fire Captain, City of Dade City, FL Public Safety (1980 - 1986)

- Direct command, responsible for shift
- Assumed command of department in absence of chief officer
- Performed commercial inspections

Education Expenses to the party of the party

Bachelor of Science - Business Management from the University of Phoenix (2009)

Guaroni anni Park Certifications/Elconses

- 2011 Certified Florida Professional Emergency Manager
- 1995 National Certified Emergency Manager
- 1995 Certified Haz-Mat Specialist
- 1991 Florida Department of Law Enforcement (Instructor)
- 1988 American Correctional Association (Correctional Officer)
- 1987 Law Enforcement Officer
- 1986 Division of State Fire Marshall (Inspector)
- 1985 Basic Instructor (Fire Standards)
- 1982 Municipal Advanced Fire Fighter III
- 1981 Certified Smoke Diver
- 1980 Fire Fighter Certificate of Compliance

Numerous certifications and certificates in Fire, Law Enforcement, Corrections, Emergency Management and Hazardous Materials can be provided.

Awards

- 2010 FEPA Officer Service Award Florida Emergency Preparedness Association (FEPA)
- 2009 FEPA Officer Service Award Florida Emergency Preparedness Association (FEPA)
- 2003 Service Award Pasco County, FL
- 2002 Professional of the Year Florida Emergency Preparedness Association (FEPA)

- 2001 Leadership and Dedication for DEM/FEPA Academy FEPA
- 2000 Distinguished Service Award, Florida Wildfires The State of Florida
- 1998 Notable Achievement & Selfless Devotion American Red Cross
- 1997 Outstanding Achievement Pasco County BOCC
- 1996 Outstanding Achievement State Emergency Response Commission
- 1992 Sustained Superior Achievement Presented by Governor Chiles
- 1992 State Employee of the Year Presented by Governor Chiles
- 1992 HRS District Five Employee State of Florida HRS
- 1990 Secretary Merit Award State of Florida HRS
- 1987 Line Worker of the Year National Juvenile Detention Association
- 1985 Outstanding Service Pasco County Commission
- 1983 Dependable Service Award Dade City Rescue Squad

Professional Organizations

- Florida Emergency Preparedness Associations (Past President, Treasurer, Conference Chairman)
- Member of the South East Regional Domestic Security Task Force Executive Advisory Board
- Regional Domestic Security Task Force
- International Emergency Management Association
- Governor's Hurricane Conference, Board of Directors
- Pasco County Fair Association Director of Buildings and Grounds

Charles Tear Training Record

DATE	COURSE NUMBER	COURSE TITLE	SPONSORED BY
01/27/92		Intro to Disaster Services - Basic	American Red Cross
04/04/92	•	Emergency Assistance I - Basic	American Red Cross
04/25/92		Hazardous Materials Level I - First Responder Awareness	American Red Cross Disaster Services
04/29/92		Incident Command System	American Red Cross Disaster Services
07/29/93		Exercise Design Course	Department of Community Affairs
11/30/93		Community Emergency Response Team (CERT) Train the Trainer	Emergency Management Institute
01/13/94	•	The Management of Chemically Contaminated Patients	Central Florida Community College
02/15/94		Demonstration Workshop of an Integrated Emergency Response	ATSDR
03/18/94		Managing Emergency Operations	Emergency Response Institute
03/30/94		Aggressive Response to Hazardous Materials Incidents	Florida State Fire College
04/08/94		IMS Seminar	Pasco County Emergency Services
04/20/94		Mass Fatalities Incident Course	Department of Community Affairs
07/06/94	*	Train the Trainer Initial Response to Haz Mat Incidents - Basic Concepts	District 8 LEPC
07/07/94	•	Train the Trainer Initial Response to Haz Mat Incidents - Concept Implementation	District 8 LEPC
07/07/94		Train the Trainer for Hazardous Materials Course I and II	District 8 LEPC
09/27/94	,	Gas Detection	Safety Equipment Company
01/03/95	IS-2	Emergency Preparedness	Emergency Management Institute
01/13/95	G261	Instructional Presentation Skills	Department of Community Affairs
02/03/95		CEM Certificate	National Coordinating Council of Emergency Mgmt.
03/27/95		Incident Commander Training for Emergency Response Operations	Tampa Bay Training Center
05/04/95		Chlorine: Safe Handling and Emergency Response	St. Petersburg Junior College
05/19/95		EOC/ICS Interface	Department of Community Affairs
09/20/95		Haz Mat Training Symposium Overview	St. Petersburg Junior College
12/06/95		Government Supervisors Training Advanced	Pasco-Hernando Community College
01/12/96		Advanced Supervisor's Course	Pasco County Emergency Services
04/05/96		National Hurricane Conference	National Hurricane Conference
04/12/96		"Terrorism: Managing the Consequences of a Growing Threat	University of Central Florida
06/24/96	•	Managing Emergency Situations	Occupational Safety Training
07/18/96		Hazardous Materials Awareness Training for Confined Spaces	Tampa Bay Local Emergency Planning Cmte
08/16/96	IS-2	Emergency Preparedness, USA	Emergency Management Institute
08/20/96	IS-5	Hazardous Materials - A Citizen's Orientation	Emergency Management Institute
10/01/96	-	AIM Safety Basics Gas Detection, Gas Monitoring Specialist & Ops & Maint	AIM Safety USA
11/13/96		Skywarn Spotter Basic Course	US Department of Commerce
02/13/97	G360	Hurricane Planning	Department of Community Affairs
03/26/97		Hazardous Materials Awareness Orientation	Tampa Bay Local Emergency Planning Crite
04/18/97	G235	Emergency Planning	Department of Community Affairs
06/11/97	G276	Resource Management ,	Department of Community Affairs
08/11/97		Hazardous Materials Awareness Orientation for Public Officials	Tampa Bay Local Emergency Planning Cmte
08/12/97	G275	Emergency Operations Center Management & Operations	Department of Community Affairs
08/21/97		Emergency Response to a Criminal/Terrorist Incident	Florida State Fire College
09/10/97		Hazardous Materials Training - Handling L.P. Gas Emergencies	Tampa Bay Local Emergency Planning Cmte

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DATE	COURSE NUMBER	COURSE TITLE	SPONSORED BY
09/19/97	165.15	Emergency Response to Hazardous Material Incidents	U.S. Environmental Protection Agency
09/19/97	165.15	Emergency Response to Hazardous Material Incidents	Florida State Fire College
02/12/98	100.70	Hurricane Evacuation Shelter Evaluation Guidance Course	Department of Community Affairs
09/22/98		HazCat Chemical Identification Specialist Training for Emergency Responders	Tampa Bay Local Emergency Planning Crnte
11/05/98		Hurricane Evacuation Shelter Evaluation Guidance Course	Department of Community Affairs
12/08/98		Area Four Emergency Management Regional Response Team Exercise	Area IV EM
02/12/99	G202	Debris Management	Department of Community Affairs
02/16/99		Abbottville Training on Unified/Incident Command for Emergency Responders	Tampa Bay Local Emergency Planning Cmte
02/19/99		Abbottville Incident Command Training & Exercise for Emergency Responders	Tampa Bay Local Emergency Planning Cmte
03/09/99	149	Handling Natural Gas Emergencies	Dade City Fire Department
06/11/99	,	Emergency Management Technologies	FEPA/Dept. of Community Affairs
07/16/99	G417	Community Emergency Response Team (CERT) Train the Trainer	Department of Community Affairs
07/29/99	•	1999 Terrorism Summit Participation	Department of Community Affairs
05/26/00	TS-E2	Statewide Disaster Planning	FEPA/Dept. of Community Affairs
07/01/00	•	Basic Instructor Certificate	Division of State Fire Marshall
07/18/00	G635	Rapid Response Team Orientation	Department of Community Affairs
11/15/00		Community Emergency Response Team	FEMA/Emergency Management Institute
12/01/00		CERT Train the Trainer Instructor	CERT "
02/22/01	G230	Principles of Emergency Management	Department of Community Affairs
03/27/01		Orientation to Radiological Emergency Planning	Citrus County Sheriff's Office
03/28/01		Overview of Nuclear Power Plant Operations & Emergency Preparedness	
03/30/01		Emergency Management Academy	FEPA/Florida Dept of Emergency Management
08/29/01		Pasco County Terrorism Response Plan Training Workshop & TT Exercise	Pasco County Emergency Services
01/16/02		Incident Safety Officer	Citrus County Fire Training Center
02/08/02		2002 FEPA/FDEM Annual Conference	FEPA/FDEM
03/15/02	•	COPS Training Course "The Terror Within"	Florida Regional Community Policing Institute
04/24/02		"Cabin Compound" WMD/MCI Exercise - Director	Pasco County Emergency Services
05/16/02		CAMEOfm	EPA
07/12/02	G242	Basic Skills in Effective Communications	Department of Community Affairs
07/23/02		Exploitable Weaknesses of Terrorist Organizations	US Attorney's Office/FBI
10/03/02		Management of Radiological Emergencies	Citrus County Sheriff's Office
11/20/02		Cultural Diversity in the Workplace	Pasco County Emergency Services
01/27/03		Purchasing Card Workshop	Pasco County Emergency Services
03/06/03		First Reponse to Radiological Accidents & Weapons of Mass Destruction	Florida Dept of Health
03/26/03		Hazardous Substance Workshop and Bioterrorism Training	Dance County Empresson Consists
04/03/03		Field Operations Guide Training & Exercise Operation Ferris Wheel	Pasco County Emergency Services
08/01/03.		Radiological Series Train the Trainer	Emergency Management Institute National Domestic Preparedness Coalition
10/22/03	FDLE 03-0	5 Homeland Security Comprehensive Assessment Model Training (HLS CAM)	
12/01/03		CERT Instructor	Citrus County Sheriff's Office The National Safety Information Exchange, Inc.
02/09/04		Research Techniques for Emergency & Safety Professionals	The Center for Biological Defense - USF
03/04/04		Bioreadiness Training	the palital for biological paterise - 00F

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. [DATE	COURSE NUMBER	COURSE TITLE	 SPONSORED BY
11 11 01 02 03 04 02 04	3/05/04 1/05/04 1/05/04 1/20/05 2/26/05 3/19/05 4/03/05 2/01/06 4/01/08 6/08/10	· w	Advanced Bioreadiness Training National WMD Standardized Awareness Authorized Trainer Authorized Trainer - National WMD Standardized Awareness Training Crime Prevention Through Environmental Design (CPTED) Homeland Security Exercise and Evaluation Program (HSEEP) National Response Plan (NRP) National Incident Management System (NIMS) Pandemic Preparedness Summit 16 hour Special Events Contingency Planning Workshop Hazardous Materials Awareness Hazardous Material Operations	The Center for Biological Defense - USF U.S. Department of Homeland Security Homeland Security - Office for State & Local Govt. Florida Crime Practitioners ODP/SERT Emergency Management Institute Emergency Management Institute Indian River Community College In accorance with DHS and FEMA Institute for Professional Development Institute for Professional Development